



Department of ADMINISTRATIVE SERVICES *Job Postings*



Department of Children and Families

JOB OPPORTUNITY

State School Principal 1 – Full-time (80 hours bi-weekly)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Albert J. Solnit Children's Center - North Campus in East Windsor, CT

Job Posting#: VB108260

Schedules: Schedule to be determined

Salary: \$93,896.00 - \$128,027.00 annually

Closing Date: 10/16/2017

Position Summary: The Unified School District #2 of the Department of Children and Families is seeking applicants for a State School Principal 1 at Albert J. Solnit Children's Center - North Campus in East Windsor, Connecticut. This is an outstanding opportunity for an educational leader to provide for the education of youth within a psychiatric residential treatment setting. Preference will be given to applicants with experience as a school administrator, department head or assistant principal.

PURPOSE OF CLASS: Within a State Unified School District, plans, organizes, directs, and controls a state facility's full time educational program comprised of a staff of less than 15 educational professionals.

EXAMPLES OF DUTIES: Plans, organizes, directs and controls the operations and activities of the educational program at a State facility; coordinates all educational services provided by the facility; supervises educational staff in academic, vocational, and special education programs; evaluates staff performance; allocates resources within the educational program in order to maximize efficiency and effectiveness of service; ensures that the educational program is in compliance with Federal and State regulations and agency policies and procedures; organizes staff schedules and school calendar to meet State guidelines and program needs; recommends policies and procedures that are consistent with the goals and objectives of the facility and Federal and State mandates; provides consultation to staff in curriculum development and program planning; evaluates the effectiveness and efficiency of existing educational programs; oversees extra-curricular activities and demonstrations; directs the maintenance of educational records; prepares written and oral reports; may act as administrator in charge of the facility; may assist in the preparation and administration of allocated budget; may direct the recruitment, screening, and selection of professional staff; performs related work as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of philosophy and methods of education and teaching; knowledge of the principles and practices of education for special needs population; ability to plan, organize, direct and control an educational program; decision making ability; ability to prepare and present clear and concise written and oral reports; ability to establish and maintain cooperative relationships with facility and departmental professionals and administrators, professional staff of the Department of Education and other state agencies, public school systems, local education agencies, parents and others contacted in the work; administrative ability.

EXPERIENCE AND TRAINING:

General Experience: A Master's degree in education or related field plus eighteen (18) semester hours of graduate credit and completion of fifty (50) school months of successful teaching or service employment as identified in State of Connecticut, Regulation of State Board of Education, Sec. 10-145d-574 (a - f).

SPECIAL REQUIREMENTS:

1. Connecticut State Board of Education certification as an Intermediate Administrator/Supervisor will be required at time of appointment.
2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

Note: The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations. Include the specified posting number on all application materials.

Application Instructions: Current DCF employees having permanent status in this classification must submit an 1199 Lateral Transfer Request form. All others must submit a [CT-HR-12](#) (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts and a copy of any license or certification required to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

Albert J. Solnit Children's Center - South Campus
915 River Road
Middletown, CT 06457
Attn: Lizette Basile – Human Resources

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Victoria Brothers at 860 704 - 4224 or victoria,brothers@ct.gov.